



# **Cape Fear Center For Inquiry Policy and Procedure Manual**

## **Series 700 Fiscal Management**

<b>Table of Contents</b>		<b>Page</b>
<b>710</b>	<b>Reimbursement Procedures</b>	<b>127</b>
<b>720</b>	<b>Donations</b>	<b>128</b>
<b>730</b>	<b>Fund Raising</b>	<b>129</b>
<b>740</b>	<b>Mileage</b>	<b>130</b>
<b>750</b>	<b>Handling Cash</b>	<b>131</b>
<b>760</b>	<b>Federal Methods of Procurement</b>	<b>132</b>

## **710 Reimbursement Procedure**

For reimbursement for bona-fide school expenses, a reimbursement request form is available in the main office or through the Business Operations Coordinator. Requests must be accompanied by an original receipt. Retain a copy of your receipts and check request.

## **720 Donations**

**Raffles** – Items may be donated to the school for raffle purposes. The Director will ensure that the items offered are appropriate. The school may advertise raffled items, or if appropriate, a local radio station may be used to assist us in advertising. This service must be at no charge to the school. Proceeds from a raffle must be designated for a particular use prior to a raffle.

**Corporate Sponsors** – Donations may be accepted by CFCI from corporate sponsors. Thank you letters and charitable contribution forms will be provided for the donation, as well as mention in our school newsletter. The Director must approve any other recognition (such as a logo on the back of a t-shirt).

**Sales** – Students of CFCI will not participate in door-to-door sales. However, there may be sales events held where students may be present. Students can participate in a “booth” type selling with certain restrictions. There can be no solicitation – patrons must come to the “booth” to purchase the item. Adequate adult chaperones must be present with the children at all times.

## 730 Fund-Raising

There are two types of fund-raisers (outside of Partnership fund-raisers) that may take place at CFCI:

1. School-wide fund-raisers that are held **to benefit an agency outside of CFCI**, such as the UNITE Project, UNICEF, the Heifer Project, American Cancer Society, etc. All members of the CFCI community are invited to contribute, and all of the proceeds go the recipient agency. Only one of these fund-raisers is allowed per semester. Anyone desiring to hold a school-wide fund-raiser should take a written request to the Administrative Team (AT) to get it approved. The AT will inform the Board of the event and beneficiary/ies chosen. The Administrative Team will put the event on the community calendar, inform the front office and post on the CFCI web-site.
  
2. School-wide, classroom, or grade-level fund-raisers may be held **to benefit CFCI students or programs**, such as the Art, Music, Spanish, Technology or P.E. programs. In order to hold a fund-raiser for CFCI students/programs, one must :
  - 1) Get approval from the AT, who will check the CFCI community calendar to make sure that there are no facilities conflicts, or conflicts with other fund-raisers scheduled (such as Partnership, other grade levels, etc.)
  2. The AT will notify the front office staff for posting on school calendars.
  - 3) The AT will then notify teachers of the fund-raiser via E-mail, and teachers will be asked to place a notice of the approved fund-raiser in their classroom newsletters.

## **740 Mileage Reimbursement**

### **For Faculty Handbook**

1. If an administrator, staff or faculty member represents CFCI at a state-sponsored meeting, mileage will be reimbursed at the rate of \$.40 per mile. Mileage logs/information will be turned into the Business Operations Coordinator for reimbursement, and will not go through the L3 committee.
2. If an administrator, staff or faculty member attends a professional development session, mileage reimbursement estimates and requests will need to be included on the proposal form that is submitted to L3 for approval.

## 750 Handling Cash

It is important that the school has a clear policy on handling cash in the interests of protecting all staff involved and allowing audits to be carried out efficiently.

This policy must be followed for any money collected for school field trips, supplies, donations, or instructional activities.

This policy does not apply to funds specified for Partnership, School Photos, or Hot Lunches.

For the purpose of this policy, **“cash” includes coins, currency, checks, and money order transactions.** All persons who accept cash assume the responsibility of following the cash handling procedures outlined below.

1. All checks and money orders accepted by a Cape Fear Center for Inquiry employee must be made payable to Cape Fear Center for Inquiry. Do not accept checks or money orders made payable to an individual or business.
2. No cash is to be left unsecured at any time. Cash should not be kept anywhere in classrooms overnight. Cash should not be taken home. At no time during the school day should money be left lying about but should be locked away when it is not being handled. Staff should be very discreet about the temporary storage of cash and should not make any pupil aware of where it is being kept. All funds must be turned in to the Business Office daily and a receipt will be issued. Do not leave cash in the front office mailboxes. The funds received will be kept in a secure place until they are deposited.
3. Faculty/Staff members are authorized to accept cash from students/parents for activities/events for which they are responsible.
  - a. The faculty or staff member will document all cash received. Documentation should include Date Received, Received From, Amount, and Type of Payment.
  - b. No expenditures can be made directly from funds received. Funds are to be deposited in the CFCI bank account.
  - c. The Business Operations Coordinator will keep a running total of the amount received for each activity or event.

**Approved 7-21-09**

## **760 Federal Methods of Procurement Policy**

Federal funds include instructional supplies and consumables. The Business Operations Coordinator will obtain pricing of goods from a minimum of three sources. State contracts will be compared when available. For identical goods, the lowest price will be selected.

1. For purchases under \$500; receipts are kept in paper form and electronically for 7 years. After the purchase is made Federal reimbursement funds are requested.
2. For purchases over \$500, the person requesting the goods will provide a written description of the items required. The Business Operations Coordinator will generate a purchase order. The PO will include a description of the goods to be purchased and delivery instructions. A quote from the selected vendor will be attached. PO's are kept in both written and electronic format for 7 years.

### **Equipment purchased with Federal Funds**

This category is limited to e-rate equipment. All e-rate purchases are made utilizing State contracts.

**All budget decisions are subject to board approval.**

### **Adoption**

This Policy was adopted by the Board of Directors at a public meeting, following normal public notice, on October 18, 2016.